



**Kentucky Department of Insurance
Agent Licensing Division
Announcement of Insurer eServices Option
Submit / Cancel Errors and Omissions Liability
for Insurance Licensees**

October 21, 2009

The Kentucky Department of Insurance (DOI) announces a new eServices option to assist insurers in filing and canceling a licensee's financial responsibility (errors & omissions liability.) Effective immediately, this service allows insurers to submit **Form 99-1** Evidence of Errors & Omissions Liability, and **Form 99-6** Insurer's Assumption of Legal Liability. The eServices gateway also allows all insurers to submit **Form 99-5** for cancellation of all types of financial responsibility. Insurers are required to complete these forms via online submission. Additionally, eServices account administration may be created as a separate third-party account, if insurers use a specified agency to submit the forms on their behalf.

- In order to **ADD financial responsibility** to licensee records, insurers must contact the Kentucky Department of Insurance - Information Technology Branch to request a Financial Responsibility Administrator Account at DOI.ISHELPDESK@ky.gov or call 502-564-6154 ext. 4212 or ext. 4205.
- Insurers may wish to set up an account for a third-party business to submit legal liability coverage for Licensees on their behalf. Financial responsibility **CANCELLATIONS** may be completed through this eServices account, as well as the existing Insurer Administrator Account.
- **Adding and canceling financial responsibility, submitting Form 99-1, Form 99-6, or Form 99-5, are the ONLY functions that may be completed with this account type.**
- The addition of account administrators must be approved by the insurer only.

Upon completion of the account set-up, if you experience problems accessing the account, have electronic submission difficulties, or need additional users added to the account, contact DOI Information Technology Branch at DOI.ISHELPDESK@ky.gov or call 502-564-6154 ext. 4212 or ext. 4205.

- Upon account login, select Add or Terminate Financial Responsibility from the menu option. **BE SURE to review** all submitted information for any errors **prior** to completing the transaction;
- Carefully read the Attestation section, click the "I agree" box, and click the Submit button;
- After you have completed your entry process, click Checkout to Submit Transaction/Complete Order on the Transaction /Order Information Screen.

If you have questions regarding the licensee, contact DOI Agent Licensing at DOI.AgentLicensingMail@ky.gov or call 502-564-6004.